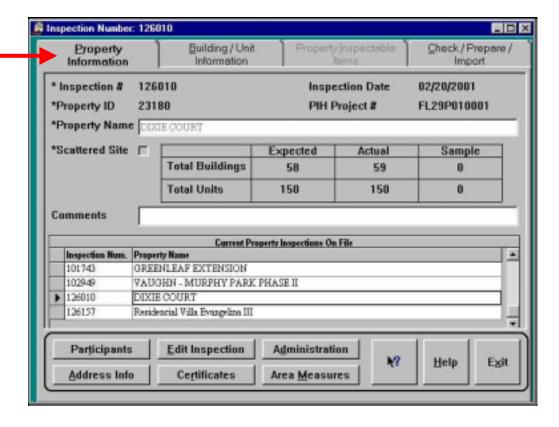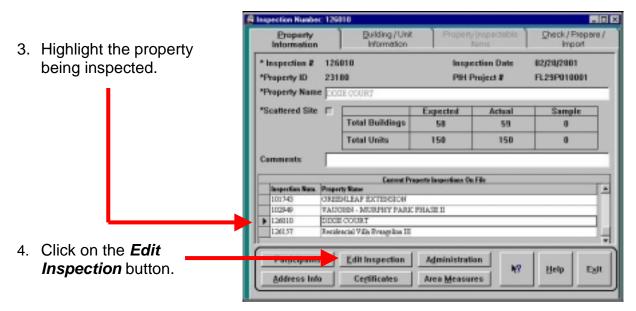Presently, all inspectors are required to learn and use the present vacancy rate at each property prior to commencing an inspection. The rate is used to determine whether vacant units that are included in the statistical sample are to be inspected (see Special Bulletin #9 – Vacant Units).

REAC has determined that the occupancy rate (the inverse of the vacancy rate) for each property at the time of the inspection sho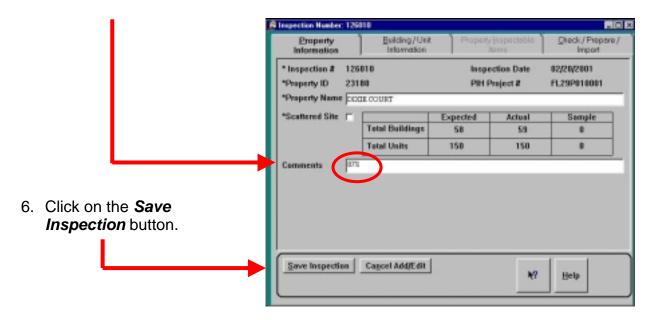uld be systematically collected. **Therefore, effective for all inspections performed on and after Monday, March 12, 2001**, all inspectors **must** accomplish the following:

1. Ask the Property Owner or Agent at the beginning of every inspection, "what is the current rate of occupancy at this property?"

2. Record the percentage rate by accessing the **Property Information** screen on your Data Collection Device (DCD).

3. Highlight the property being inspected.

4. Click on the *Edit Inspection* button.

5. Enter the current occupancy percentage as an integer, (a number from 0 to 100 with no decimal points or fractions), at the <u>beginning</u> of the *Comments* field, followed by the "%" sign (example: 87%)

6. Click on the *Save Inspection* button.

7. Proceed with the inspection.

This entry will be part of the REAC quality assurance process. Inspectors who fail to provide this information will be required to complete the inspection by obtaining the occupancy percentage and then re-uploading the completed file. Be careful to record the occupancy rate correctly as specified above. Inspectors are still required to use the vacancy rate for determining whether vacant units are inspected or not inspected (see Special Bulletin #9 – Vacant Units).